

CAZON

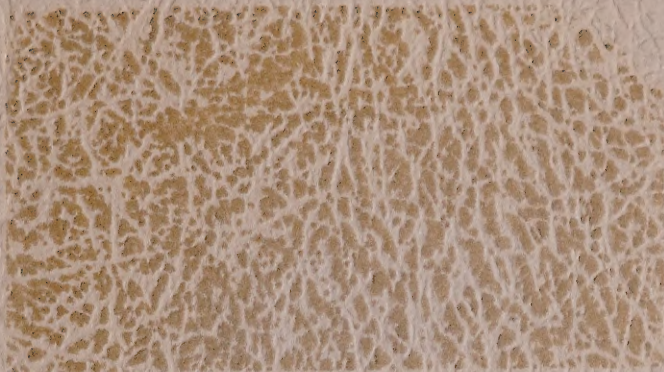
PEC

1989

G41



3 1761 12061034 0





GLOSSARY OF ACTIVE VERBS FOR USE IN WRITING JOB DESCRIPTIONS

ACTS	Brings about an effect; carries out a purpose.
ADDS	Affixes or attaches; performs mathematical addition of figures.
ADMINISTERS	Manages or directs the application or execution of activities or events; administrates.
ADOPTS	Takes and applies or puts into practice.
ADVISES	Gives advice to; recommends a course of action (not simply tells or informs).
AFFIRMS	Confirms or ratifies.
ALIGNS	Arrange or forms in a line.
AMENDS	Changes or modifies.
ANALYSES	Studies the factors of a situation or problem in order to determine the solution or outcome.
ANTICIPATES	Forsees events, trends, consequences or problems.
APPROVES	Sanctions officially; accept as satisfactory; ratifies (thereby assuming responsibility for).
ARRANGES	Places in proper order.
ASCERTAINS	Finds out or learns for a certainty.
ASSEMBLES	Collects or gathers together in a pre-determined order; fits together the parts of.
ASSIGNS	Fixes, specifies or delegates. Legally, to transfer or make over to another.
ASSISTS	Lends aid; helps; gives support to.
ASSUMES	Takes to or upon oneself; undertakes.
ATTENDS	Is present for the purpose of making a contribution.

ATTACHES	Binds, fastens, ties, connects.
AUDITS	Finalizes and officially examines accounts.
AUTHORIZES	Empowers, permits, establishes by authority.
BALANCES	Arranges or proves so that the sum of one group equals the sum of another.
CALCULATES	Ascertains by computation.
CHARTS	Draws or exhibits in a chart or graph.
CHECKS	Examines, compares for verification.
CIRCULATES	Disseminates; distributes in accordance with a plan.
CLASSIFIES	Separates into groups having systematic relations.
CLEARs	Obtains the concurrence, dissent or agreement of others prior to signature.
CLOSES	Ends or terminates.
CODES	Transposes words or figures into symbols or characters (letters or numbers).
COLLABORATES	Works or acts jointly with others.
COLLATES	Brings together in a pre-determined order.
COLLECTS	Gathers facts or data; assembles to accumulate.
COMPILES	Collects into a volume; composes out of materials from other documents.
COMPOSES	Makes up, fashions, arranges.
CONCEIVES	Formulates and expresses.
CONDUCTS	Modes of treatment; leading, guiding.
CONTROLS	Exercises directly; has guiding or retraining power.
COOPERATES	Acts or operates jointly with others.
COORDINATES	Brings into common action, condition, etc.

COPIES	Makes copies of; transfers or reproduces information.
CORRECTS	Rectifies, makes right.
CORRELATES	Establishes a mutual or reciprocal relation.
CREATES	Brings into existence; gives rise to, originates.
CROSS-FOOT	Adds across and horizontally.
DATE STAMPS	Notes the date by stamping.
DELEGATES	Entrusts to the care or management of another.
DELETES	Erases, removes
DETERMINES	Fixes conclusively or authoritatively, decides.
DEVELOPS	Evolves; makes apparent; brings to light; makes more available or useable.
DIRECTS	Regulates the activities or course of; governs or controls; gives guidance to.
DISCUSSES	Exchanges views for the purpose of arriving at a conclusion.
DISASSEMBLES	Takes apart.
DISSEMINATES	Spreads information or ideas.
DISTRIBUTES	Divides or separates into classes to pass around; allots.
DIVIDES	Separates into classes or parts, subject to mathematical division.
DRAFTS	Writes or composes papers or documents in rough, preliminary or final form. Often for clearance and approval by others.
EDITS	Revises and prepares as for publication.
ESTABLISHES	Sets up; institutes; places on a firm basis.
EVALUATES	Appraises; ascertains the value of.
EXAMINES	Investigates; scrutinizes; subjects to

	inquiry by inspection or test.
EXECUTES	Gives effect; follows through to the end; completes.
EXERCISES	Brings to bear or employs actively, as exercises authority or influence.
EXPEDITES	Hastens the movement or progress of, removes obstacles; accelerates.
FACILITATES	Makes easy or less difficult.
FEEDS	Supplies material to a machine.
FIGURES	Computes.
FILES	Lays away papers, etc., arranged in a methodical manner.
FILLS-IN	Enters information on a form.
FINDS	Locates by searching.
FLAGS	Marks in some distinctive manner.
FOLLOWS-UP	Checks the progress of; sees if results are satisfactory.
FORECASTS	Conjectural estimates of something in the future; estimates; predicts.
FORMULATES	Puts into systemized statement; develops or devises a plan, policy or procedure.
FURNISHES	Provides, supplies or gives.
IMPLEMENTS	Carries out; performs acts essential to the execution of a plan or programme; gives effect to.
INFORMS	Instructs, acquaints, communicates knowledge.
INSERTS	Puts thrusts in; introduces as a word in a sentence.
INSTRUCTS	Imparts knowledge to; supplies direction to.
INTERPRETS	Explains the meaning of; translates.
INTERVIEWS	Questions in order to obtain facts or opinions.

INVENTORIES	Counts and makes a list of items.
INVESTIGATES	Inquiries into systematically.
ISSUES	Distributes formally.
ITEMIZES	States in terms or by particulars; sets down or notes in detail.
LISTS	Itemizes.
LOCATES	Searches for and finds, positions.
MAINTAINS	Holds or keeps in any condition; keeps up to date or current, as records.
MAKES	Causes something to assume a designated condition.
MANAGES	Controls and directs; guides; administers.
MEASURES	Determines lengths or quantities of.
MERGES	Combines.
MOTIFIES	Gives notice to; informs.
OBTAINS	Gains possession of; acquires.
OBSERVES	Perceives or notices; watches.
OPERATES	Conducts or performs activity.
ORGANIZES	Arranges in inter-dependent parts, systemizes.
ORIGINATES	Produces in new.
OUTLINES	Makes a summary of the significant features of a subject.
PARTICIPATES	Takes part in.
PERFORMS	Carries on to a finish; accomplishes; executes.
PLANS	Devises or projects a method or a course of action.
POSTS	Transfers or carries information from one record to another.
PREPARES	Makes ready for a particular purpose.

PROCESSES	Subjects to some special treatment; handles in accordance with prescribed procedures.
PROGRAMMES	Makes a plan or procedure.
PROPOSES	Offers for consideration or adoption.
PROVIDES	Supplies for use; furnishes.
PURCHASES	Buys or procures.
RATES	Appraises or assesses; settles the rank, qualifies.
READS	Learns or be informed of by reading.
RECEIVES	Takes as something that is offered.
RECOMMENDS	Suggests or proposes courses of action or procedures to persons who have responsibility for authorizing the carrying out of actions or procedures.
RECONSTRUCTS	Constructs again; restores.
RECORDS	Registers; makes a record of.
REFERS	Directs attention.
REGISTERS	Enters in a record or list.
RELEASES	Permits the publication of dissemination.
REMITTS	Transmits or sends as money in payment.
RENDERS	Furnishes, contributes.
REPRESENTS	Takes the place of.
REQUESTS	Asks for something.
REQUIRES	That which must be accomplished.
REQUISITIONS	Makes a request for.
REPORTS	Furnishes information or data.
RESPONSIBILITY	(1) <u>Complete Responsibility</u> - Individual has complete authority to take whatever action deemed advisable or necessary, subject only to the policies or general rules laid down.

- (2) Delegated Responsibility - Individual has authority to take whatever action deemed advisable or necessary. May initiate and carry out the action but should advise superior of action taken. Must inform superiors of non-routine situations.
- (3) General Responsibility - Individual is required to gain approval of supervisor before proceeding with the action which is deemed necessary or advisable.

REVIEWS	Goes over or examines deliberately or critically; analyses results for the purpose of giving an opinion.
REVISES	Makes a new, improved or up-to-date version of.
SCANS	Examines point by point, scrutinizes.
SCHEDULES	Plans a time table; sets specific times for.
SCREENS	Examines closely; generally so as to separate one group or class from another.
SEARCHES	Looks over and through for the purpose of finding something.
SECURES	Gets possession of; obtains.
SEES	Makes certain of.
SELECTS	Chooses from a number of others of similar kind.
SEPARATES	Sets apart, keeps apart.
SIGNS	Affixes signature to.
SORTS	Puts in a definite place, location or order, according to kind, class, etc.
STACKS	Piles up.
STUDIES	Considers attentively; ponders or fixes the mind closely upon a subject.
SUBMITS	Presents for decision; information or judgement of others.

SUB-TOTALS	Takes an interim total.
SUBTRACTS	Deducts one number from another.
SUMMARIZES	Makes an abstract, briefs.
SUPERVISES	Oversees; inspects with authority; guides and instructs with immediate responsibility for performance; leads.
SURVEYS	Determines the form, extent, position, etc. of a situation; usually in connection with gathering of information.
TABULATES	Forms into a table by listing; makes a listing.
TRACES	Records the disposition of an application or document; copies as a drawing.
TRAINS	Increases skill or knowledge by capable instruction, usually in relation to a pre-determined standard.
TRANSCRIBES	Makes a typewritten copy from shorthand notes or dictates record, writes a copy of.
TRANSPOSES	Transfers, changes the usual place of order.
VERIFIES	Proves to be true or accurate; confirms or substantiates; tests or checks the accuracy of.



